

**The Consul General Residence of the U.S. Consulate General in
Naha provides a good opportunity to work for
the high-ranking official in an international environment.**

Vacant Position 職種	Residence Assistant (Part-Time) レジデンスアシスタント/公邸使用人
Job Description 仕事内容	<p>Works under the direct supervision of the principal representative of the official residence or his/her designee. Primarily responsible for cleaning and upkeep of the official residence.</p> <p>米国総領事監督下にて官邸の清掃と維持が主な業務です。</p> <p>HOUSEKEEPING: Performs daily cleaning such as collecting and sorting laundry, laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing as necessary minor tears, missing buttons and hardware, etc.; dusting, wiping and polishing furniture, vacuuming flat surfaces, cleaning lamps and bric-a-brac, dusting artwork, etc. in the residence. Collects and sorts garbage, household rubbish, waste, etc. as combustible/noncombustible in compliance with local government instructions.</p> <p>家事全般業務：毎日の業務（洗濯物の収集、洗濯、仕分け、たたみ、アイロンがけ、リネン、タオル、ナプキンなどの整理、整頓。必要に応じて小さなほつれ、ボタン、機器などのマイナー補修、家具の埃除去、拭き掃除、磨き、床の掃除機がけ、ランプ、骨とう品の清掃、絵画などの埃取り掃除など。又、ごみ回収業者の規定に従ったごみの仕分け及びごみ出し。</p> <p>Performs heavy cleaning periodically which involves moving, storing, assembling and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, vacuuming stairwells, cleaning silverware and tableware, chandeliers, windows and other high mounted items, dusting artworks, changing bulbs, cleaning and waxing floors, moving plants and setting up floral arrangements, etc.</p> <p>As necessary, prepares light meals or baked goods.</p> <p>以下の項目を含む定期的な大掃除：家具などの移動、保管、組み立て、分解を含む清掃、カーペットを巻いて移動、カーテンの取り付け、取り外し、銀食器、皿、スプーン、ナイフ、フォークなどの磨き作業、シャンデリア、ライト、窓など清掃、絵画などの埃とり、電球等の交換。床の掃除とワックス掛け、植栽の管理、お花のアレンジ等、必要に応じて軽食、焼き菓子等の調理。</p>

	<p>OFFICIAL FUNCTIONS: Responsible for setting up and serving guests at official events such as breakfast meetings, luncheons, dinners, buffets and receptions.</p> <p>公式行事における業務 朝食ミーティング、昼食会、晚餐会、ビュッフェ、レセプションなどの公式イベントのセットアップと給仕業務</p> <p>Assists with protocol duties. Welcomes guests and directs them to the host. Attends all official functions to contribute to a successful event. Provides Cloak Room service at official functions; carefully receives, identifies and returns garments of guests. Assists kitchen staff to wash dishes, silverware, crystal, etc., and assists with floral arrangements. Inventories household supplies, ensuring residence property is protected from loss or damage. Liaises with CG Naha to arrange maintenance and repairs, escorting contractors as needed. Performs other duties as assigned.</p> <p>連絡係業務全般</p> <p>お客様のお出迎えとホストへの案内、すべての公式行事に参加とその運営の確認。公式行事にてのクロークルームサービス（お客様の手荷物等を丁寧にお預かり、お返し業務）食器洗いなどキッチンスタッフの手伝い、フラワーアレンジメントの手伝い。</p> <p>官邸の備品等の保守、在庫管理、メンテナンス等必要に応じて総領事と担当領事館職員への連絡業務。業者のエスコート業務</p> <p>その他必要に応じて与えられた業務の遂行</p>
Qualifications 資格等	<p>Must be a citizen of Japan or non-Japanese with required residency status for employment. Must be positive, proactive, professional and able to work a flexible schedule including evenings, weekends and holidays.</p> <p>English Level -Eiken 3</p> <p>日本の国籍を持っているか、雇用に応じて必要な在留資格を持っていること</p> <p>ポジティブで積極的、プロ意識をもって土日、祝祭日を含む日程にて柔軟に仕事のできる方</p> <p>英検 3 級レベル</p>
Location 勤務地	<p>Kakazu, Ginowan-city 宜野湾市嘉数</p>
Employment Conditions 条件等	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>契約期間：1 年間、契約更新可、6 ヶ月は試用期間</p>

	<p>Work hours: Part-time schedule: 6 hours per day, 4 days per week, 24 hours per week.</p> <p>就業時間： パートタイム 1日6時間、週24時間</p> <p>Compensation</p> <ul style="list-style-type: none"> • Hourly rate: Approximately 1,100 yen- 1,240yen. Actual rate will be determined depending on the selected candidate's prior work experience. • Food allowance • Transportation allowance: Reimbursed for the least costly and most direct route from/to home and official residence. • Bonus Allowance: Equal to one-sixth of Base Pay prorated on the hourly rate of pay and total number of hours worked and paid every month. <p>賃金</p> <p>時給 1,100 円-1,240 円 (経験等により最終判断)</p> <p>食事手当 1,665 円 (一日4時間以上働いた日数分)</p> <p>通勤手当 実費支給 (上限あり)</p> <p>賞与 勤務した労働時間に対する月額給与の6分の1を毎月支給する。</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>休日：年休制度あり、日本の祝日</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p> <p>労働保険、失業保険有り</p>
<p>To Apply 応募先</p>	<p>Please submit a resume (in English is preferable) and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: ORENaha@state.gov</p> <p>履歴書 (なるべく英語の履歴書)と資格等の書類を上記のEメールアドレスに送付ください。</p> <p>Only successful candidates will be contacted for interview. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p>書類選考で候補者となった方のみ、面接の連絡を致しますので、日中連絡可能な電話番号、Eメールアドレスをご記入願います。 受領致しました書類は返却いたしません。電話での照会はお断り申し上げます。</p> <p>Closing Date (締め切り) : Mar 25, 2022 3月25日 (金)</p>